Texas Education Agency
Standard Application System (SAS)

2014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	**FOR TEA USE ONLY** Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	Place date stamp here.
Submittal information:	**Four complete copies of the application, three with original signature (blue ink preferred), must be received no later than the** aforementioned time and date at this address: Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494	*(date stamp: Document Control Center, 2014 MAY 13 PM 3:29, Texas Education Agency Received)*
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name		County-District #	Campus name/#		Amendment #
Trinidad ISD		107907			

Vendor ID #	ESC Region #	US Congressional District #	DUNS #
	7	5	

Mailing address	City	State	ZIP Code
105 W. Eaton St.	Trinidad	TX	75163

Primary Contact

First name	M.I.	Last name	Title
Brandon	D	Looney	Director of Technology
Telephone #	Email address		FAX #
903-778-2415	Brandon.looney@trinidadisd.com		903-778-2663

Secondary Contact

First name	M.I.	Last name	Title
Corey		Jenkins	Superintendent
Telephone #	Email address		FAX #
903-78-2415	Corey.jenkins@trinidadisd.com		903-778-2663

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Brandon	D	Looney	Director of Technology
Telephone #	Email address		FAX #
903-778-2415	Brandon.looney@trinidadisd.com		903-778-2663

Signature (blue ink preferred)   Date signed

Only the legally responsible party may sign this application.

701-14-107-234

Schedule #1—General Information (cont.)	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	**Amended**
1	General Information	☒	☒
2	Required Attachments and Provisions and Assurances	☒	N/A
4	Request for Amendment	N/A	☒
5	Program Executive Summary	☒	☐
6	Program Budget Summary	☒	☐
8	Professional and Contracted Services (6200)	☐	☐
9	Supplies and Materials (6300)	☐	☐
10	Other Operating Costs (6400)	☐	☐
11	Capital Outlay (6600/15XX)	☒	☐
12	Demographics and Participants to Be Served with Grant Funds	☒	☐
13	Needs Assessment	☒	☐
14	Management Plan	☒	☐
15	Project Evaluation	☒	☐
16	Responses to Statutory Requirements	☒	☐
17	Responses to TEA Requirements	☒	☐

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Schedule #2—Required Attachments and Provisions and Assurances	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.
Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
☒	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
☒	I certify my acceptance of and compliance with the program guidelines for this grant.
☒	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
☒	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances

☒   I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the applications is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-Feburary 1, 2015), and that 100% of the funds will be expended no later than the end of the 1st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail *or* by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration Grant Management Resources page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

#	Schedule #	Class/ Object Code	A Grand Total from Previously Approved Budget	B Amount Deleted	C Amount Added	D New Grand Total
2.	Schedule #8: Contracted Services	6200	$	$	$	$
3.	Schedule #9: Supplies and Materials	6300	$	$	$	$
4.	Schedule #10: Other Operating Costs	6400	$	$	$	$
5.	Schedule #11: Capital Outlay	6600/ 15XX	$	$	$	$
6.	Total direct costs:		$	$	$	$
7.	Indirect cost (%):		$	$	$	$
8.	Total costs:		$	$	$	$

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		Schedule #4—Request for Amendment (cont.)	

County-district number or vendor ID: 107907 | Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 107907	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

The Trinidad Independent School District recognizes the increased need to access digital content outside the school day. Many of the school's instructional resources and programs are accessible via the Internet; however, a significant percentage of our students' homes do not have the necessary tools in order for learning to continue after school hours. By introducing a technology lending program with computers and WiFi devices, we will be able to give students opportunities to build the skills necessary to become college and career ready.

TISD utilizes online resources at every campus. We have recently rolled out a brand new website that better informs staff, parents, and our community. We have implemented a district calendar with happenings throughout the district. All teachers are currently working on a teacher webpage to better communicate with students and parents.

All of these resources are vital for 21st century learning in our district. In today's society and workplace technology is wide spread. Therefore, students have a need to learn and experience technologies they otherwise wouldn't have the opportunity. If awarded this grant, New Waverly will provide students with devices to allow them to participate in the robust online classroom setting that we are moving towards. Teachers can incorporate online learning in their curriculum because all students will be able to participate. Curriculum will be done in a more real time environment as opposed to when students have access to the few computers in each classroom that don't support the entire class of students. This will enhance student learning and efficiency.

We would like to purchase with grant funds a Chromebook device for every student on our Elementary, Middle School and High School campuses total enrollment currently at 180 students. We would also purchase an estimated 15 Mifi devices with grant funds. We envision that this will allow a better utilization of current technology resources, improved test scores, and further online learning.

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Schedule #5—Program Executive Summary (cont.)	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

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Schedule #6—Program Budget Summary						
County-district number or vendor ID: 107907				Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32						
Grant period: October 1, 2014, to August 31, 2016				Fund code: 410		

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	
Schedule #8	Professional and Contracted Services (6200)	6200	$	$	$	
Schedule #9	Supplies and Materials (6300)	6300	$	$	$	
Schedule #10	Other Operating Costs (6400)	6400	$	$	$	
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	$99,540	$	$99,540	
	Total direct costs:		$99,540	$	$99,540	
	Percentage% indirect costs (see note):		N/A	$	$	
	Grand total of budgeted costs (add all entries in each column):		**$99,540**	**$**	**$99,540**	

Administrative Cost Calculation	
Enter the total grant amount requested:	$99,540
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:	$14,931

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 107907	Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

	Expense Item Description	Grant Amount Budgeted	
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	$	
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	$	
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: ☐ Salaries/benefits ☐ Other: ☐ Networking (LAN) ☐ Other: ☐ Computer/office equipment lease ☐ Other: ☐ Building use ☐ Other: ☐ Copier/duplication services ☐ Other: ☐ Telephone ☐ Other: ☐ Administrative ☐ Other:	$	
a.	Subtotal of professional and contracted services (6200) costs requiring specific approval:	$	

Professional Services, Contracted Services, or Subgrants Less Than $10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted	
1		☐	$	
2		☐	$	
3		☐	$	
4		☐	$	
5		☐	$	
6		☐	$	
7		☐	$	
8		☐	$	
9		☐	$	
10		☐	$	
b.	Subtotal of professional services, contracted services, or subgrants less than $10,000:		$	

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000

	Specify topic/purpose/service:	☐ Yes, this is a subgrant
	Describe topic/purpose/service:	

	Contractor's Cost Breakdown of Service to Be Provided	Grant Amount Budgeted	
1	Contractor's payroll costs # of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services	$	
	Contractor's supplies and materials	$	
	Contractor's other operating costs	$	
	Contractor's capital outlay (allowable for subgrants only)	$	
	Total budget:	$	

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Schedule #8—Professional and Contracted Services (6200)		
County-District Number or Vendor ID: 107907	Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)		

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
2	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
3	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
4	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
5	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	

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	Schedule #8—Professional and Contracted Services (6200)			
	County-District Number or Vendor ID: 107907		Amendment number (for amendments only):
**Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)**
6	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
7	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
8	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	c. Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:		$	
	a. **Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:**		$	
	b. **Subtotal of professional services, contracted services, or subgrants less than $10,000:**		$	
	c. **Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:**		$	
	d. **Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:**		$	
	(Sum of lines a, b, c, and d) Grand total		$	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #9—Supplies and Materials (6300)

County-District Number or Vendor ID: 107907	Amendment number (for amendments only):

Expense Item Description

63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:			Grant Amount Budgeted	
	☐ Print shop fees	☐	Technology-related supplies	$	
	☐ Postage	☐	Other:		
	☐ Copy paper	☐	Other:		

Technology Hardware—Not Capitalized

	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6399	1				$	$	
	2				$		
	3				$		
	4				$		
	5				$		
6399	Technology software—Not capitalized					$	
6399	Supplies and materials associated with advisory council or committee					$	
	Subtotal supplies and materials requiring specific approval:					$	
	Remaining 6300—Supplies and materials that do not require specific approval:					$	
					Grand total:	$	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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	Schedule #10—Other Operating Costs (6400)			
County-District Number or Vendor ID: 107907		Amendment number (for amendments only):		
	Expense Item Description		**Grant Amount Budgeted**	
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		$	
	☐ ESC-owned vehicle usage	☐ Other:		
	☐ Insurance	☐ Other:		
6411	Out-of-state travel for employees (includes registration fees)		$	
	Specify purpose:			
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		$	
	Specify purpose:			
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		$	
	Specify purpose:			
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		$	
	Specify purpose:			
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		$	
	Specify purpose:			
6429	Actual losses that could have been covered by permissible insurance		$	
6490	Indemnification compensation for loss or damage		$	
6490	Advisory council/committee travel or other expenses		$	
6499	Membership dues in civic or community organizations (not allowable for university applicants)		$	
	Specify name and purpose of organization:			
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		$	
	Specify purpose:			
	Subtotal other operating costs requiring specific approval:		$	
	Remaining 6400—Other operating costs that do not require specific approval:		$	
	Grand total:		$	

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See TEA Guidelines Related to Specific Costs for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #11—Capital Outlay (6600/15XX)

County-District Number or Vendor ID: 107907			Amendment number (for amendments only):		
15XX is only for use by charter schools sponsored by a nonprofit organization.					

#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6669/15XX—Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	$	
66XX/15XX—Technology hardware, capitalized					
2	Chromebooks	190	$414	78,660	
3	Mifi	15	$885.33	$13,280	
4	Targus Case	190	$40	7,600	
5			$	$	
6			$	$	
7			$	$	
8			$	$	
9			$	$	
10			$	$	
11			$	$	
66XX/15XX—Technology software, capitalized					
12			$	$	
13			$	$	
14			$	$	
15			$	$	
16			$	$	
17			$	$	
18			$	$	
66XX/15XX—Equipment, furniture, or vehicles					
19			$	$	
20			$	$	
21			$	$	
22			$	$	
23			$	$	
24			$	$	
25			$	$	
26			$	$	
27			$	$	
28			$	$	
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life					
29				$	
			Grand total:	$	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:			179	
Category	**Number**	**Percentage**	**Category**	**Percentage**
African American	DNA	N/A	Attendance rate	95.7%
Hispanic	DNA	N/A	Annual dropout rate (Gr 9-12)	0%
White	DNA	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	DNA	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	146	75.6%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	0	0%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	DNA	DNA	Average ACT score (number value, not a percentage)	N/A

Comments

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public	8	13	13	9	13	10	11	15	13	19	17	12	17	9	179
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:	8	13	13	9	13	10	11	15	13	19	17	12	17	9	179

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Schedule #13—Needs Assessment	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Trinidad ISD needs assessment process has led administration to a strong focus on technology. In the needs assessment process, the following data was analyzed: Texas Campus STaR Chart, STAAR data, TISD Technology Plan, and current number of devices per campus. Trinidad ISD knows that the largest need we have right now is dedicated access to devices for the students to be able to interact and utilize all of the electronic instructional materials that are available to the district. Trinidad ISD has begun preparation for a program like this in making sure that our infrastructure and bandwidth are robust enough to handle this. Teachers are actively seeking materials that will reach each student in ensuring that we are covering all of the TEKS and showing growth in our testing scores. With a 1:1 device ratio, we would be opening doors for the teachers to have any tool necessary to continue that growth.

The Technology Lending Program Grant would allow our students access to technology to extend the school day beyond the campus and integrate technology and the available educational applications into the home setting as well. Students would have the opportunity to check out a Chromebook and/or MiFi device for an extended time period.

With a current rate of 75.6% of our student body economically disadvantaged it is extremely unlikely that the student would be able to have access to appropriate technology without this grant. The scope of this grant and the small enrollment of the District enables us to prioritize every student in every grade at every campus and prepare them for success.

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Schedule #13—Needs Assessment (cont.)	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Provide devices for checkout to students for homework, research, and study outside of the school day.	Would allow us to implement a lending program to serve students working outside school hours.
2.	Implement meaningful technology integration.	Would allow students to have access to devices that are capable of collaboration, research and content creation where otherwise they would not have access. Also provides a consistent platform and user experience that will enable online collaboration.
3.	Increase Student Engagement	It is meaningless to ask teachers to appropriately integrate technology when students do not have and cannot be provided devices to do so. Currently, we are unable to provide the number and quality of devices that is required for all of the students in need whose teachers are striving to integrate technology and would like to extend learning experiences outside the four walls of the classroom.
4.	Provide Internet service for students to use after school hours.	Ensuring Internet equitability for all students during the school day and at home is imperative. With the grant program, our district will purchase and MiFi Internet devices to provide equitable access to students and to ensure success of every student.
5.	Improve STAAR testing score at New Waverly Junior High.	This lending program would promote continual technology learning environment to improve STAAR testing scores for both Non-economically disadvantaged and economically disadvantaged.

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Schedule #14—Management Plan	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Director of Technology	3 years of experience as Director of Technology, mastery knowledge of District network and infrastructure, general and inventory management skills
2.	Principal	Able to manage personnel and communicate to parents and students.
3.		
4.		
5.		

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective		Milestone	Begin Activity	End Activity
1.	Purchase equipment and prepare for lending	1.	Train staff on distribution and reservations	09/01/2014	09/25/2014
		2.	Evaluate, select, and purchase equipment	10/01/2014	10/10/2014
		3.	Inventory equipment	10/15/2014	10/25/2014
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
2.	Provide staff ongoing professional development	1.	Train staff on integrating Chromebooks	10/01/2014	12/31/2014
		2.	Additional Google Apps for Education training	10/01/2014	12/31/2014
		3.		XX/XX/XXXX	XX/XX/XXXX
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
3.	Provide training for students	1.	Digital Citizenship training	10/01/2014	12/31/2014
		2.	Chromebook use and care training	10/01/2014	12/31/2014
		3.	Online resources training	10/01/2014	12/31/2014
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
4.	Begin checkout of devices	1.	Checkout procedures for devices	11/01/2014	08/31/2016
		2.	Teachers utilize online reservation system	11/01/2014	08/31/2016
		3.		XX/XX/XXXX	XX/XX/XXXX
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
5.	Continuous monitoring of grant guidelines	1.	Pull monthly reports of data usage from MiFis	11/01/2014	08/31/2016
		2.	Gather semester data (i.e. student grades, etc)	01/15/2015	08/31/2016
		3.	Survey teachers for feedback	11/01/2014	08/31/2016
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX

Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

Schedule #14—Management Plan (cont.)	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

To monitor the project, the technology director and administration will create a survey for teachers, students, parents to provide feedback. This survey will consist of questions designed to evaluate the effectiveness of the grant and collect information for continuous improvement. The data will be collected and analyzed by the technology director and administration to develop continued program improvements.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

We do not have any existing programs similar to this planned project.

The Technology Director will supervise and implement this program with the administrative support of the Principal. The size of the District will allow the Director to personally oversee the project from implementation to completion, as well as, encourage the success of the program and receive feedback.

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Schedule #15—Project Evaluation	

County-district number or vendor ID: 107907 | Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process		Associated Indicator of Accomplishment
1.	Number of students checking devices out from the library.	1.	Records indicating number of devices checked out.
		2.	Number of at-risk students checking out devices.
		3.	
2.	Increased number of assignments submitted through online applications.	1.	Usage reports from Google Apps for Education.
		2.	Quality of assignments/projects.
		3.	
3.	Student, parent, and teacher surveys.	1.	Results of surveys about effectiveness of program.
		2.	Parent input and feedback regarding opportunity.
		3.	
4.	Teacher evaluation of students technology use outside of the classroom.	1.	Feedback from teachers regarding the quality of products submitted.
		2.	Technology use outside of the classroom or school day.
		3.	
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Weekly the campus principal will evaluate the number of assignments submitted through online options by doing teacher evaluations of their lesson plans. The principal and technology department will meet with teachers to get feedback on the quality of assignments being submitted. We will encourage teachers to steadily increase the number of online assignments and provide feedback to principal on increased achievement. The technology department and campus principal will review monthly the teacher, student, and parent surveys. Any positive or negative feedback will be addressed appropriately. If a reoccurring problem arises the technology department along with campus principal will facilitate a meeting with all campus staff involved with the grant to address the needs and any changes to be made. Our teachers also have immediate access to email the technology department for any troubleshooting assistance.

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The grant funds will be used to purchase Chromebooks and personal hotspots. The personal hotspots will be issued to students that do not have internet access at home which will allow them to continue their learning beyond the classroom. Any devices that Trinidad ISD purchases will be covered under an insurance program. Any repairs will be handled by technology department either in house or sent for repairs according the insurance providers procedures. All students are currently required to have a signed Acceptable Use Policy on file. This policy is signed by students as well as their parents. Our Acceptable Use Policy will include the lending program polices and guidelines. This policy goes home with students at the beginning of every school year. Once the policy is signed by both students and parents and returned to school, student accounts for school computers and Chromebooks will be activated. Students that do not have internet access at home will be issued a personal hotspot only on as needed basis. Since the devices will be issued for the duration of the school year, a monthly minimum check of condition, updates, and usage will be done. With the management console, the technology department will setup app updates, student accounts, etc. Setting up student account will prevent unauthorized use of the Chromebook by others logging into the device and possibly damaging the device. With each Chromebook, students will also be issued a protective case.

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district does not have any additional lending devices. Implementation of this grant will provide a pilot for a lending program that could then be expanded using other fund sources.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Our mission at Trinidad ISD is that education is a joint effort of the school, the home, and the community. Through the cooperation of students, parents, teachers and administrators, all students will be given the opportunity to learn in a positive climate with high expectations. This will be evidenced by high levels of academic performance, enhanced self-esteem, and acceptance of social and personal responsibility. We accept as our mission the preparation of all students to become productive citizens in society. Our vision at Trinidad ISD is dedicated to the educational success of all students. We envision that the students and staff will work collaboratively to achieve 21st century skills and all students will be provided the necessary tools required to reach their highest potential. By receiving this grant we will be able to achieve our goal and mission. This will allow TISD further promote the 21st century skills and the 1 to 1 ratio of technology to student. With Chromebooks, students can communicate with teachers, collaborate with fellow students, and create quality assignments without wasting paper and enhance anytime learning. Providing all students equal access with these devices prepares them for 21st century real world society.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

With a 75.6% economically disadvantaged population it is clear that the vast majority of the student body have great need. The size of the District and the scope of this grant will enable us to prioritize every student at every campus and provide them with an appropriate technology device. Residential internet access devices will be rather limited in comparison to the size of the student body but will be available on an as needed basis with students coded as economically disadvantaged taking priority.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

This grant will allow students to access digital content used during the school day outside of regular school hours. As many of the new textbooks are adopted much of the content is also accessed digitally WiFi devices and Chromebooks would allow students to continue to participate outside of school and access schoolwork in the evening and on the weekends.

In addition, TISD is a Google Apps for Education district and all classes utilize the array of Google tools such as Google drive, Google calendar, Gmail, and Chrome browser. By giving all students the opportunity to utilize these tools beyond the school day the learning and collaboration can be extended beyond the traditional classroom. Students are already accustomed to working on projects and assignments with others through these Google tools; this will allow student work to continue. Teachers continue to use Web 2.0 tools in the classroom and find that often students need additional time besides the set schedule for classes. The lending grant would give students that additional time to create quality digital products. 21st century learning from using digital tools to online collaboration to project-based learning all occurs on the junior high campus. Adding the ability for students to increase their access to the internet will allow students to continue to work on these 21st century skills while learning content and creating quality work. Because Chromebooks are already used on the campus on a very frequent basis there are already technology procedures in place and teachers are given strategies in classroom management to use while technology is used in the classroom.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Currently, TISD has adopted and will continue to be using digital content during the implementation of this grant in all grades in all core content areas. In English Language Arts, we have adopted Glencoe Literature (McGraw Hill) with a technology component.

In Math grades 3-8 we are implementing Succeed Math. In Reading 3-8 we are implementing Istation. In Social Studies and Science 6-8 we use Discovery Ed. We also have Odysseyware for course recovery. District wide we have available Renaissance for benchmarking and reading tests, Study Island for intervention and college preparation.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Every summer all teachers are required to attend professional development training that are mostly technology based. All of our teachers have therefore completed many hours of technology based curriculum alignment into their lessons.

Professional development on newly adopted instructional materials will begin in September when the Instructional Technology team will schedule time during teachers' conference periods as well as before and after school to introduce the method of access and materials for the new adoption. In addition, an introductory full day training for all cohort teachers involved in the grant will be scheduled by October 1st.

During this time, teachers not already familiar with the Chromebook will receive introductory lessons in its use. They will also have time to develop classroom policies and procedures, become familiar with the lending agreements they will have signed by parents as well as research and compile instructional strategies they will commit to try between the first meeting and the second.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

We are currently receiving a 10 Mg fiber connection into a primarily Cisco infrastructure. We have a Unifi Enterprise wireless system that adequately covers each campus and can support 50 users per access point. We plan to further reinforce our wifi with additional access points to ensure quality user experiences.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

We plan to purchase 15 AT&T Mi-Fi devices. These devices will remain in the Technology Office and will be available for checkout on an as needed basis. Teachers will complete a "Request for Internet Device" form for their students when students have an assignment or other classroom project to complete. Internet devices will only go home with students who have a true educational need. In cases where there are more requests than devices, priority will go to those students who are coded economically disadvantaged.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

All Chromebooks purchased with grant funds will be supported by our Technology Department with procedures that are currently being used. Students needing assistance will notify their teacher or send an email to the Technology Department, if during after school hours. If the teacher is notified and is unable to assist with correcting the problem then a work order will be submitted by the teacher on the student's behalf. If the Technology Department finds the device to be unrepairable, then the insurance company will be contacted for the next steps to get the device repaired.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Trinidad ISD's Technology Department will develop a program to ensure proper management of the devices and services provided for the Lending Program. All students will be required to have a completed Acceptable Use Policy and Lending Program Agreement signed by themselves and a parent/guardian on file, these agreements will outline the goals and procedures of this program. The Lending Program Agreement will include information about consequences of missing or inappropriately using devices, along with General Use guidelines for the devices and the school's wireless network. Also safety precautions will be outlined for staff/parent monitoring of the Chromebooks. Since the Lending Program is designed to check-out Chromebooks to each student all year long our Technology Department will create a chart with all crucial information to follow the data of the device. Throughout the school year teachers will be performing routine monthly checks on the Chromebooks condition. During our student/parent informational meeting students will be instructed to notify their teachers of any issues they might experience. If the teachers are unable to troubleshoot the device they will then notify the Technology Department through our Spice Works Help Desk. If the Technology Department finds the device unrepairable they will then contact the insurance company to follow their repair procedures.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 107907	Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

TISD School will use bar codes attached to the Chromebooks and Internet devices to account for the devices which have been issued to students. Each Chromebook will be issued with a protective case. Chromebooks will be required to be kept in the case at all times. TISD will also be purchasing insurance for all of the Chromebooks purchased through the grant that will provide accidental damage and coverage against drops, spills, battery failure, and other accidents.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The District Technology Director will be adding a Technology Lending Agreement to our current Acceptable Use Policy. The focus of the Acceptable Use Policy is the safe, responsible use of digital resources while stressing that access to such resources, both hardware and software, is a privilege that can be lost if used inappropriately. In alignment with the Acceptable Use Policy is the Technology Lending Agreement. The agreement reviews the policies for checking our district technology. Students are made aware that they are responsible for the technology, not just the physical safety but its digital integrity as well. Students will agree to report technical issues immediately, as well as any damage that might be incurred. Digital citizenship and cyber safety are an integral part of the lending program. Students will receive instruction on the responsible use of the devices. This includes appropriate online behavior, copyright laws, and how to be a responsible digital citizen. The student will be responsible for caring for the device on a daily basis until it is returned. Students must adhere to the Responsible Use Policy, Technology Lending Agreement, board policies, Student Code of Conduct and Student Handbook when using the Chromebooks and/or Internet devices. Shepherd ISD will strongly encourage our teachers to continue the discussion of acceptable use and online expectations throughout the school year.

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